

# DEPARTMENT OF COMMUNITY SERVICES

## TOWN OF HANOVER

TOWN HALL, 550 HANOVER STREET, HANOVER, MA 02339 • (T) 781-826-6400 • (EMAIL) [COMMUNITYSERVICES@HANOVER-MA.GOV](mailto:COMMUNITYSERVICES@HANOVER-MA.GOV)

### PHONE

MUNICIPAL INSPECTIONS: (781) 826-6400  
JOHN CURTIS LIBRARY: (781) 826-2972  
COUNCIL ON AGING: (781) 924-1913  
VISITING NURSES: (781) 826-4971



### FAX

CONSERVATION: (781) 826-5950  
PLANNING: (781) 826-5950  
BUILDING: (781) 826-5950  
HEALTH: (781) 826-5289

TO: Bulletin Boards at Town Hall, School Department, Library, DPW and Fire Department

FROM: Anthony Marino - Director of Community Services

DATE: November 25, 2013

## NOTICE OF VACANCY

### FULL-TIME NURSE ADMINISTRATOR

The Town of Hanover is seeking an experienced, Nurse Administrator to combine the roles of director, administrator, supervisor, liaison and staff nurse for all aspects of the Visiting Nurse Association for the Town; and to provide the highest quality of patient care so that public health resources of the agency will be used to the maximum benefit.

The successful candid will provide communication and written reports to physicians, social workers, hospital coordinators and other community agencies regarding patient care and services, where applicable. Monitor and evaluate patient care in accordance with the patient's needs. Provide assistance and guidance to a patient's family where needed. Provide priority lists which the staff can use in selecting cases to receive care. Provide direct patient care on a daily basis with assistance from staff nurses. Keep accurate clinical and progress notes are made after visits with observations, response to treatment, services provided, teaching activities performed, changes in patient's status, proposed plan of continuing care, and other pertinent data. Perform managerial and nursing activities in clinics. Help coordinate patient care by planning and exchanging information with other health and social agencies. Provide documentation, reports and budgetary information to the Town and the VNA Board of Management. Participate in studies designed to determine the costs and effectiveness of services and to identify community health problems. Ensure compliance with policies and agreements. Maintain accurate and up-to-date records. Serve on the Professional Advisory Board. Be available for professional and continuing education program advice to other members. Assist with insurance of adequate staff education, evaluation, and establishment of new positions. Oversee billing methods to patients and all third party sources. Submit to Board of Management, itemized statements of all receipts. Directly supervise two employees in the Visiting Nurse Association in accordance with the organization's policies and applicable laws.

**Qualifications:** Graduate of a Baccalaureate Degree Program in Nursing approved by the Board of Registration in Nursing, or graduate of a School of Nursing approved by the Board of Registration in Nursing and completion of at least two years experience as a registered nurse in public health nursing is preferred. A current Massachusetts Registration in Nursing and a valid Massachusetts driver's license.

The starting rate of pay will commensurate with experience; the deadline for applications is December 13, 2013 or until filled. Please submit a cover letter and a resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or e-mail: [ann.lee@hanover-ma.gov](mailto:ann.lee@hanover-ma.gov).

**The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.**